

October Bulletin

10/21/2009

It has come to our attention that some counties are using white out on the marriage licenses when a correction needs to be made.

According to Rules and Regulations, 10-002.01 "An Amendment to an original or reproduction of a certificate or report will be accomplished by completing the item in any case where the item was left blank on the certificate or by drawing a single line through the item to be amended and inserting the correct information immediately above or to the side of the item. The line drawn through the original entry will not obliterate such entry." You may view this information at <http://www.hhs.state.ne.us/reg/regs.htm>. Select Title 174 and Chapter 10. You may find Chapter 4 to have useful information as well.

Proper procedures are:

1. Make sure the bride and groom review the license before they leave the office.
2. If they notice an error, correct in the system and issue a new license.
3. If they notice an error after the marriage information is entered onto the license but before you finish and complete in the system and you still have the license, correct the data in the system, strike through the incorrect information on the license and type the correct information above the incorrect.
4. If the error is noticed after the original is sent to our office, please contact Barb at 402-471-2872.
5. If there is an error found 1 year after we receive it in our office, you will need to have the couple contact our office as an amendment will need to be filed with evidence and a fee for amending the record.

Thank you!

Jackie Fairbanks
Registration Supervisor
Vital Records Office

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